

Path to Licensure (LSCSW Reciprocity)

Step 1: Apply for Licensure (Applicant)

1. Application forms are available at www.ksbsrb.ks.gov Click on forms. Locate the appropriate profession and click on the clinical licensure application.
2. Complete the application and pay the \$50 application fee through
 - The Online Payment Portal
 - Check, or Money Order attached to the application when sent via mail.
3. Applicants can mail applications to the Board Office or email to the main email inbox at bsrb@ks.gov

Step 2: Receiving an Application (Staff)

1. The mail and email inbox are checked daily.
2. **Mail:** When an application is received by mail all materials are removed from the envelope and placed in a color-coordinated file folder based on profession. **Email:** When an application is received by email. The application is printed and placed in a color-coordinated file based on profession.
3. A name tab is attached, and the payment portal is checked if payment was not included with the application.
4. Once payment has been checked the application will be entered into the licensing system.
5. An email with a registration code will be sent to the applicant so they can check on their application status.
6. The application is given to the Licensing Specialist for review.

For Emailed Applications: Attachments, such as References or Attestations, if mailed separately from the application, need to be submitted in a sealed envelope. If emailed, they must be sent directly from the person who completed it, not the applicant

If the application fee is not paid, applications will still be entered. The applicant will be emailed for payment by staff and payment is requested in the 15-day letter if payment has not been received.

Step 3: Review Process (Staff)

The Licensing Specialist will review the application and any required documentation.

Send with Application

- ✓ Application Fee
- ✓ Official Transcript or Education from other states
- ✓ Verification from other states or verified online

***applicant will need 2 of 3 of the following information**

- ✓ Exam Score from ASWB
- ✓ Clinical License Attestation
- ✓ 3 Years of Clinical Practice

If any of this information is not included or is incomplete the licensing specialist will email or call the applicant (or reference if needed) if the information is not received a reminder will be sent as part of the 15-day letter.

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Step 3:

Review Process Cont. (Applicant)

Additional information is sent to the Board by their University, State Board, or Examination Company.

- ✓ Verification of License(s) with Educational and Examination Information

(Staff)

- When the applicable documents are received, they are reviewed and entered into the database. Once all documents are received, the applicant will be emailed the Original License Form

If the verification does not include educational and/or Examination Information, the Applicant will need to send an Official Transcript and/or Examination Scores from ASWB

Step 4: Original License (Applicant)

The applicant must submit the completed Original License Request Form (OLR) to the Board with the \$150 license fee.

(Staff)

1. When the OLR and payment are received the applicant's license is issued.
2. Wallet cards will be emailed to the licensee.
3. License Wall Certificates are printed and mailed to the licensee.